

Thursday, April 24, 2008

The Board of County Commissioners met in regular session on **Thursday, April 24, 2008 at 11:20 AM** with the following members present:

Christopher Smeiles

Maureen T. Frederick

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Absent: Charles W. Keiper II in Hannover, Germany with NEOTEC

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It was moved by Maureen T. Frederick, seconded by Christopher Smeiles to approve the meeting minutes of the April 22, 2008 meeting. Commissioner Keiper absent, motion carries

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JOB & FAMILY SERVICES

Present: Anita Herington, Dan Banks

- I. Resolution to authorize the application to the Ohio Department of Health Bureau of Early Intervention Services for the Help Me Grow Program of Portage County./08-0379
- II. The Director presented the PCSA Restructuring information for Board files and information/Journal Entry
- III. The Director presented the Food Stamp Report for the time period October 1, 2007 through December 31, 2007, which showed no errors
- IV. The Director presented the Civilian Labor Force Estimates for March 2008, which is 6.3% for Portage County.
- V. The Director advised that the Summer Youth Program, Adults, Dislocated Workers and Training may be impacted by the state determination that the WIB reimburse the state \$168,044. The Director to get additional information to the Board of Commissioners.
- VI. The Director is meeting with Family & Community Services next week to discuss the PRC Program contracts.
- VII. The Prosecutor is reviewing the GAPP LEO contract for the third year of our three year agreement.

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MAINTENANCE

Present: Tim Miller

- 1. Director Miller reported receiving a \$36,000 estimate for the A/C replacement at the One-Stop. A compression replacement would cost \$15,000. Tim Miller to work with JoAnn Townend and report back to the Board of Commissioners.

2. The Director reported an estimate of \$10,500 to run the water line from the road to the Maintenance Shop. The Board of Commissioners agreed that the water should be turned back on to make certain that the correct line was turned off. If the correct line was turned off, there will be no leak at the Board of Elections and there will be no need for a new water line. Maintenance staff will monitor the situation closely and advise the Board of Elections during this test of the line.
3. Commissioner Frederick noted that the Board of Elections has complained that there is still a roof leak in one of the offices. Architect Eric Droll has advised that the roof replacement is on the fast-track. Tim Miller to contact Lois Enlow and advise her of that fact.
4. The issue of the lights on the controls at the Jail has been resolved.
5. Mr. Miller advised that Ohio Edison is starting today to temporarily move the electric service across the street at the new Prosecutor's Offices to allow the roof replacement.

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HUMAN RESOURCES - Cancelled

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DEPARTMENT OF HOMELAND SECURITY & EMERGENCY MANAGEMENT DIRECTOR

Present: Jon Barber, Dan Banks, Jim Manion

The Department of Homeland Security & Emergency Management Director recommends that Dan Banks attend a seminar in Chicago regarding Department of Homeland Security & Emergency Management funding. The Board of Commissioners agreed that Mr. Banks should attend.

Discussion of the Wireless 9-1-1 Plan

The Director, also the 9-1-1 Coordinator for Portage County, recommended that the funds collected in the proposed extension period not be given to the Portage County PSAPS but held by the county. The Board of Commissioners noted that the 9-1-1 Planning Committee met on February 5, 2007 and adopted the Final 9-1-1 Plan Amendment to provide for Wireless Enhanced 9-1-1 Service.

1. Board of Commissioners' authorization requested to allow Director Jon Barber, Office of Homeland Security and Emergency Management to sign the April 24, 2008 correspondence to Pat Anderson, AT&T 9-1-1 Public Safety for Phase I and Phase II of Portage County Wireless E9-1-1 at a monthly charge for Phase I and II for \$ 1,208.70 (\$14,508 yearly) & non-recurring charge of \$ 18,255.96, as requested by the Office of Homeland Security and Emergency Management.
2. The Board of Commissioners authorized Director Jon Barber, Office of Homeland Security and Emergency Management, to sign correspondence to Portage County Wireless 9-1-1 carriers regarding the implementation of Phase I and Phase II of the Wireless 9-1-1 Plan in Portage County.

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RESOLUTION No. 08-0375 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on April 24, 2008 in the total payment amount of **\$ 285,314.49 for Funds 0001-8600** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0376 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on April 24, 2008 in the total payment amount as follows:

1. \$171,637.97 for Medical Mutual Claims-Fund 7101; and

as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the Board of Commissioners authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, April 25, 2008 \$ 171,637.97

and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0377 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following Resolution be adopted:

WHEREAS, the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance, and

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant, and

WHEREAS, the Journal Vouchers/Entries are recommended by the County Auditor’s Office for review and approval by the Board of Commissioners; now therefore be it

RESOLVED, that the Board of Commissioners approves the following Journal Vouchers/Entries as presented by the County Auditor’s Office:

04/23/08	992	\$ 6,886.53
04/23/08	994	3,410.97
Total		\$ 10,297.50

and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0378 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

WHEREAS, Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the

making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification), and

WHEREAS, the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office, and

WHEREAS, a listing of expenditures, attached hereto as Exhibit "A" and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it

RESOLVED, that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$9,491.23** as set forth in Exhibit "A" dated **April 24, 2008** shall be paid; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice Vote as Follows:

Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0379 - RE: AUTHORIZE THE ELECTRONIC APPLICATION TO THE OHIO DEPARTMENT OF HEALTH BUREAU OF EARLY INTERVENTION SERVICES FOR THE HELP ME GROW PROGRAM OF PORTAGE COUNTY.

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

RESOLVED, the Board of Portage County Commissioners authorizes the electronic grant application for the time period of July 1, 2008 through June 30, 2009, to support the Help Me Grow Program: Ohio's Birth To Three System and be it further

RESOLVED, that the application to the Ohio Department of Health Bureau of Early Intervention Services Grant (GMIS # 67-1-00-31-HG-0109) for the Help Me Grow Program of Portage County for \$550,201.00; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were

in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice Vote as Follows:

Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0380 - RE: ACCEPT AND AWARD THE BID OF TRISPAN CORPORATION FOR THE KEN 193 MIDDLEBURY ROAD BRIDGE REPLACEMENT PROJECT IN THE CITY OF KENT, PORTAGE COUNTY.

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

WHEREAS, eight (8) sealed bids were received, tabulated and recorded on April 1, 2008 for furnishing all labor, materials and equipment necessary to complete the project known as the **KEN 193 Middlebury Road Bridge Replacement Project**; and

WHEREAS, after reviewing said bids, it was the recommendation of the Portage County Engineer that the bid of Trispan Corporation, 11170 Youngstown-Pittsburg Road, New Middletown, Ohio 44442, be accepted as the lowest and best bid received; now therefore be it

RESOLVED, that the bid of Trispan Corporation be accepted and awarded as the lowest and best bid received in accordance with specifications and plans prepared for the **KEN 193 Middlebury Road Bridge Replacement Project**, and be it further

RESOLVED, that a contract be entered into with Trispan Corporation in the total amount of **\$1,056,903.50**; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea;

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RESOLUTIONS
April 24, 2008

1. Approval of Meeting Minutes from the April 22, 2008 regular Board Meeting as presented.

2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-0375
3. Approve the Wire Transfer as presented by the County Auditor./08-0376
4. Approve the Journal Vouchers as presented by the County Auditor./08-0377
5. Approve the Then & Now as presented by the Portage County Auditor./08-0378
6. Authorize the application to the Ohio Department of Health Bureau of Early Intervention Services for the Help Me Grow Program of Portage County./08-0379
7. Accept and Award the bid of Trispan Corporation for the KEN 193 Middlebury Road Bridge Replacement Project in the City of Kent, Portage County./08-0380

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**INCOMING CORRESPONDENCE
DISCUSSION**

April 24, 2008

1. April 4, 2008 correspondence from Nick Marino, Attorney At Law, regarding an Assigned Fee Application possible overpayment/Clerk to draft a letter to Judge Oswick.
2. April 22, 2008 memo from Carol Kurtz, Internal Auditor, regarding the Bicentennial Committee funding – retention and distribution/Journal Entry.

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JOURNAL ENTRIES

April 24, 2008

3. Board of Commissioners’ authorization requested to allow Commissioner Smeiles to sign the Ohio Office of Criminal Justice Services Quarterly Subgrant Report for period ending March 31, 2008 for \$ 8,960.50 for The Place of Peace Grant No. 2007-JG-D01-6473 as requested by Carole Beaty, Family & Community Services. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
4. Board of Commissioners’ authorization requested to allow Commissioner Smeiles to sign the Ohio Office of Criminal Justice Services Quarterly Subgrant Report for period ending March 31, 2008 for \$ 11,700.00 for Domestic Violence Intervention Project, Grant No. 2007-WF-VA8-8222 as requested by Carole Beaty, Family & Community Services. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
5. Board of Commissioners’ authorization requested to allow Commissioner Smeiles to sign the Ohio Department of Youth Services Financial Report Form for period ending March 31, 2008 for Kids In Treatment Grant No. 2006-JB-011-B050 as requested by Denise Tharp, Juvenile Court. Documents reviewed by Carol Kurtz, Internal Auditor noting the report appears to correspond with the conditions and activities undertaken.

6. Board of Commissioners' authorization requested to allow Director Jon Barber, Office of Homeland Security and Emergency Management to sign the April 24, 2008 correspondence to Pat Anderson, AT&T 9-1-1 Public Safety for Phase I and Phase II of Portage County Wireless E9-1-1 at a monthly charge for Phase I and II for \$ 1,208.70 & non recurring charge of \$ 18,255.96, as requested by the Office of Homeland Security and Emergency Management.
7. The Board of Commissioners received the Weekly Report of Kennel population for the week ending April 20, 2008 as presented by Dave McIntyre, Dog Warden.
8. Board of Commissioners' authorization requested to allow Director Jon Barber, Office of Homeland Security and Emergency Management to sign correspondence regarding the implementation of Phase I and Phase II of the wireless 9-1-1.
9. The Board of Commissioners acknowledged the receipt of the April 21, 2008 correspondence from Robert Park, Director/Service Officer of the Portage County Veterans Service Commission, including the monthly report of departmental activity for the Veterans Service Office for 1st Quarter 2008.

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REFERRED
April 24, 2008

1. April 18, 2008 correspondence from US Senator Sherrod Brown, including a copy of a resume submitted by Steven Harasyn, regarding the Motor Pool Director./Forwarded to the Human Resources Department.
2. April 17, 2008 correspondence from Frank Polichena, to Water Resources Department regarding The Reserves of Breakneck Creek./Forward to Water Resources Department for comment before the May 1, 2008 agenda.

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INFORMATION ONLY
April 24, 2008

1. March 17, 2008 correspondence (received April 21, 2008) from Gayle Dittmer, Ohio Justice Alliance for Community Corrections (JACC), regarding membership.
2. April 17, 2008 memo from Mickey Marozzi, County Engineer, to Political Subdivisions, regarding Round 23 Grant pre-applications OPWC Infrastructure Program Schedule.
3. Undated correspondence (received April 21, 2008) from Jim Lunardi, Ravenna High School, requesting donations for the Ravenna Ravens Football Team.
4. April 18, 2008 correspondence from Norm Poli, Cost Control Associates, Inc., regarding energy, telecom and cell phone cost savings.
5. The Board of Commissioners received the Economic Brief newsletter for April 2008 as presented by the Northeast Ohio Employment and Wage Trends.
6. The Board of Commissioners received the Mental Health & Recovery Board newsletter for Spring 2008.

7. April 20, 2008 correspondence from Howard Trickett, to County Auditor Janet Esposito, regarding Parcel ID #28-010-00-00-007-000.

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Journal Entry

April 24, 2008

Motion by Maureen T. Frederick, seconded by Christopher Smeiles to approve the following actions:

1. The Board of Commissioners authorized Commissioner Smeiles to sign the Ohio Office of Criminal Justice Services Quarterly Subgrant Report for period ending March 31, 2008 for \$8,960.50 for The Place of Peace Grant No. 2007-JG-D01-6473, as presented by Carole Beaty, Family & Community Services. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
2. The Board of Commissioners authorized Commissioner Smeiles to sign the Ohio Office of Criminal Justice Services Quarterly Subgrant Report for period ending March 31, 2008 for \$11,700.00 for Domestic Violence Intervention Project, Grant No. 2007-WF-VA8-8222, as presented by Carole Beaty, Family & Community Services. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
3. The Board of Commissioners authorized Commissioner Smeiles to sign the Ohio Department of Youth Services Financial Report Form for period ending March 31, 2008 for Kids In Treatment Grant No. 2006-JB-011-B050, as presented by Denise Tharp, Juvenile Court. Documents reviewed by Carol Kurtz, Internal Auditor noting the report appears to correspond with the conditions and activities undertaken.
4. The Board of Commissioners authorized Director Jon Barber, Office of Homeland Security and Emergency Management, to sign the April 24, 2008 correspondence to Pat Anderson, AT&T 9-1-1 Public Safety, for Phase I and Phase II of Portage County Wireless E9-1-1. The Board of Commissioners approved payment of a monthly charge for Phase I and II of \$1,208.70 & a one-time recurring charge of \$18,255.96, as presented by the Office of Homeland Security and Emergency Management. The Board of Commissioners agreed that these charges will be paid from monies received from the Wireless 9-1-1 Program, with a new fund to be established. Director Barber to work with the Internal Services Director and the Department of Budget & Finance.
5. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending April 20, 2008, as presented by Dave McIntyre, Dog Warden. The Board of Commissioners notes the receipt of \$650 in donations from offenders dealing with the Kent Municipal Court.
6. The Board of Commissioners authorized Director Jon Barber, Office of Homeland Security and Emergency Management, to sign correspondences to Portage County Wireless 9-1-1 carriers regarding the implementation of Phase I and Phase II of the Wireless 9-1-1 Plan in Portage County.
7. The Board of Commissioners acknowledged the receipt of the April 21, 2008 correspondence from Robert Park, Director/Service Officer of the Portage County Veterans Service Commission, including the monthly report of departmental activity for the Veterans Service Office for 1st Quarter 2008.

8. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Penny Ray from PCSA Manager to PCSA Administrator for the Portage County Department of Job & Family Services, effective January 1, 2008, as presented by Human Resources Department Director Lynn Leslie and approved by Department of Job & Family Services Director Anita Herington.
9. The Board of Commissioners approved the following Personnel Requisitions, as presented by Lynn Leslie, Director of the Portage County Human Resources Department and approved by Department of Job & Family Services Director Anita Herington:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Job & Family Services	Administrative Assistant (Replacement for Linda Litz)	COMOT 5	Post Internally and Externally

10. After meeting today with Portage County JFS Director Anita Herington, the Board of Commissioners approved the revised Organization Chart for Portage County Public Children Services Division of the Portage County JFS (PCSA), as presented.
11. The Board of Commissioners authorized payment of the renewal fee for the Notaries Public License for Clerk Deborah Mazanec, at a cost of \$25. The Board further approved the purchase of a notary stamp at an estimated cost of \$35.00.
12. The Board of Commissioners accepted the recommendation of Director Jon Barber and authorized the part-time, on-call hire of Ralph Zoller and Earl Hall as Security Officers. The Board of Commissioners notes that these hires are contingent upon the applicant passing a drug screen and a Motor Vehicle Record (MVR) check.
13. The Board of Commissioners accepted the recommendation of Internal Auditor Carol Kurtz, Internal Auditor, and authorized the release of \$1,252.68 to the Portage County Bicentennial Committee. The Board of Commissioners noted that the funds remaining from the allowable donation to the Bicentennial (\$20,000 in accordance with the Ohio Revised Code) total \$3,252.68. The Board agreed to hold a 10% retainage of \$2,000.
14. The Board of Commissioners hosted a March 25, 2008 meeting with the County Elected Officials. At that meeting, the Elected Officials unanimously requested that the Board of Commissioners move the scheduled July 1st plan adjustment to January 1st to coincide with other similar compensation adjustments. As a result of this request, the Commissioners conferred with the Budget Commission and the Director of the Department of Budget & Finance to ensure that the current 2008 General Fund and other funds could sustain the 3% increase for 2008.

Today, the Board of Commissioners approved a 3% Compensation Plan Adjustment for 2008, effective December 31, 2007, as confirmed by the Portage County Auditor. Furthermore, the Board of Commissioners instructed the Department of Budget & Finance to closely monitor revenues and expenses for the remainder of 2008 and notify the Board of Commissioners of fluctuations in fund balances.

Commissioner Keiper absent, motion carries.

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We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **April 24, 2008**. There being no further business to come before the Board, it was moved by Maureen T. Frederick, seconded by Christopher Smeiles to adjourn the official meeting at **2:36 PM**. Commissioner Keiper absent, motion carries.

Christopher Smeiles, President

ABSENT
Charles W. Keiper II, Vice President

Maureen T. Frederick, Board Member

Deborah Mazanec, Clerk

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